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| **Job title:** | Senior Cook |
| **Responsible to:** | Registered Manager |
| **Holiday/Sickness Relief:** | Cook |

**Purpose of the Job**

* To promote and work within our values:



* To supervise staff members in the preparation of meals.
* To follow safe working practices and make sure hygiene standards are maintained.
* To monitor the provisions budget.
* To work within our Management Charter.

**Specific Duties & Responsibilities**

* To be aware of and work within charity policies and procedures ensuring that all relevant legislation is implemented and followed.
* To create meal plans whilst considering the Residents’ preferences, medical and cultural dietary requirements and needs.
* To maintain hygiene and safety requirements and report any concerns to the management team.
* To order, receive and check the quality and quantity of provisions delivered, and monitor the provisions budget.
* To report provision shortages and poor-quality goods to the supplier or management team.
* To maintain the stock control systems in place.
* To correctly store all produce and kitchen equipment.
* To check and record freezer and fridge temperature and defrost and clean these when required.
* To cater for special functions such as parties or festive seasons.
* To provide supervision to the cooks.
* To understand and comply with fire precaution procedures and health and safety regulations.
* To participate in meetings, reviews, staff development, appraisal and supervision as required within charity policies.
* To participate as required in recruitment, selection, induction and training programmes for all kitchen staff, in accordance with agreed charity procedures.
* To buddy new starters.
* To participate flexibly in rotas and routines as required by the charity.
* To attend and fully participate in training as required by the charity, including completion of the staff induction programme.
* To perform any other tasks that fit your role.
* To complete any other reasonable tasks assigned by the management team

**Person Specification**

* Be adaptable to changing priorities
* Have 1 year of relevant experience in a similar setting
* Be able to collaborate effectively with others
* Have extensive knowledge of food safety regulations
* Have good time management and organisational skills
* Be willing to learn and develop
* Be approachable and able to connect and empathise with others

**This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.**

***I confirm I have received a copy of this job description***

***Name:***

***Signature:***

***Date:***